

Schedule 16

COUNTY TREASURERS

June 5, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

16

AGENCY, BOARD OR COMMISSION

County Treasurers

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes edition of February 6, 2006

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Maureen Hayden

TITLE

Logan County Treasurer

DATE

May 31, 2006

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

A. J. B. J.

STATE ARCHIVES

DATE

June 5, 2006

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim D. Gale

STATE RECORDS ADMINISTRATOR

DATE

June 5, 2006

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE NO. 16 – COUNTY TREASURERS

16-1 ASSESSMENT RECORDS

16-1-1 PROPERTY ASSESSMENT FILE CARDS

File card showing property assessment by log number.

Dispose of after 10 years, unless record represents the Special Assessment index, then retain permanently.

16-1-2 SPECIAL ASSESSMENT CERTIFICATION AND/OR INDEX

Provides name of subdivision, block and lot number, volume, and page number of book in which special assessments are recorded for each particular piece of real estate.

ORIGINAL RECORD: Retain permanently; OR, transfer to the State Archives after 20 years; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently

MICROFILM WORK COPY; retain permanently; OR, transfer to the State Archives when no longer of reference value.

16-1-3 SPECIAL ASSESSMENT RECEIPTS

Receipts for payments to the county treasurer for special assessments, e.g. paving, sewer, water, and sanitary improvements. Receipts indicate the type of assessment, amount paid, and name of payer, description of property, date and installments.

Dispose of 10 years after last payment, provided audit has been completed.¹

16-1-4 SPECIAL ASSESSMENT RECORDS

Shows value of special assessments on paving, sewer and sanitary improvements, or water districts, includes the amount of assessment, owner, record of payments, and log number.

ORIGINAL RECORD: Retain permanently; OR transfer to the State Archives after 20 years; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently; OR transfer to the State Archives when no longer of reference value.

16-3 BOND RECORDS

16-3-1 BONDS AND BOND COUPONS (OBSOLETE 1998)

City and village, school, county, sanitary district, and other bonds and coupons.

Transfer to the county clerk after paid and canceled, dispose of by 2008.

16-3-2 BOND AND COUPON PAYMENT AND REDEMPTION RECORDS (OBSOLETE 1998)

Detailed record of bonds and coupons paid, canceled and turned over to the County Clerk.

Dispose of 10 years after last issue is paid, provided audit has been completed, dispose of by 2008.¹

16-5 ESTATE RECORDS

16-5-1 ESTATE TAX CLAIMS

Statements or claims for tangible and intangible taxes in estates, including county assessor's correspondence notifying the treasurer of taxes due, tax vouchers, and additions or deductions to the taxes mailed to the administrator of the estate.

Dispose of 10 years after settlement, provided audit has been completed.¹

16-5-2 INHERITANCE TAX RECEIPTS

Duplicate receipts for inheritance taxes paid on the estates of deceased persons.

Dispose of after 10 years, provided audit has been completed.¹

16-5-3 INHERITANCE TAX ORDERS

Certificates received from the county judge certifying judge's determination of the inheritance tax on a given estate; giving name of estate, taxes due, and rate of interest.

Dispose of 3 years after settlement, provided audit has been completed.¹

16-5-4 ESTATE INVESTMENT RECORDS

Investment records of estate including investment reports, prospectus, bank statements, and profit/loss ledgers.

Dispose of 10 years after court determination or settlement of estate and accounts, provided audit has been completed, whichever applies.¹

16-6 MOTOR VEHICLE RECORDS

16-6-1 MOTOR VEHICLE REGISTRATION FEE BOOK (OBSOLETE 1993)

Treasurer's fee book for auto registration fees collected. Lists receipt number and amount paid.

Dispose of after audit has been completed.¹

16-6-2 MOTOR VEHICLE REGISTRATIONS

Duplicates of motor vehicle annual registrations. Forms are also used for motorcycles, trailers, semi trailers, cabin trailers, boats, snow mobiles, jet skis. et.al. Boats and jet skis registered every three years, snowmobiles every two years. These may be computer generated lists for administrative reference.

Dispose of 6 years after date of issuance, provided audit has been completed.¹

16-6-3 MOTOR VEHICLE CERTIFICATE OF TITLE

Copy of Motor Vehicle Certificate of Title issued by County Clerk to issue registration for newly purchased motor vehicles.

Dispose of after issuance of motor vehicle registration.

16-6-4 ONE STOP – MOTOR VEHICLE CERTIFICATE OF TITLE

County copy of Motor Vehicle Certificate of Title, and Title application, and accompanying documents, filed per Section 60-101 – 60-197.

ORIGINAL RECORD: Dispose of TITLES 5 years after TITLE has been transferred; OR after TITLE has been on file for 5 years; OR, 5 years after NOTATION OF LIEN, whichever is later.

VOIDED TITLES: Dispose of after audit has been completed ¹

16-6-5 ONE STOP MOTOR VEHICLE TITLE DAILY TRANSACTION REPORT (FORMERLY TITLED MOTOR VEHICLE CASHBOOK)

Computer generated report of daily receipts for Motor Vehicle Titles issued, Notations of Liens, re-filing of Certificates of Titles, and for issuance of replacement or duplicate Certificates of Title.

ELECTRONIC RECORD: Disposal generated by Department of Motor Vehicles.

COMPUTER REPORT: Dispose of after 5 years, provided audit has been completed.¹

16-6-6 MOTOR VEHICLE TAX LISTS (OBSOLETE)

Motor vehicle tax lists showing name of owner, address, description of automobile, valuation, total tax, receipt number, date paid, and delinquency, if any.

TAX LISTS 1950 AND PRIOR: Transfer to the State Archives; retain permanently.

TAX LISTS 1951 AND LATER: Immediately dispose of obsolete record.

16-6-7 MOTOR VEHICLE TAX RECEIPTS/STATEMENTS (OBSOLETE)

Duplicates of motor vehicle tax receipts, including name of owner, type of motor vehicle, valuation, date paid, etc. (Validation system)

Immediately dispose of obsolete record.

16-6-8 MOTOR VEHICLE DAILY TRANSACTION REPORT

Computer generated record of daily receipts, refunds, special permits, et.al. for motor vehicle and boat tax fees for registration and license plates.

Dispose of after 6 years, provided audit has been completed.¹

16-6-9 MOTOR VEHICLE AND BOAT SALES TAX RECEIPTS

Duplicate receipts for motor vehicle sales taxes.

Dispose of after 3 years, provided audit has been completed.¹

16-6-10 MOTOR VEHICLE OPERATOR'S LICENSE, ID CARDS AND LEARNER'S PERMITS.

Computer generated report of daily transactions indicating all digitally generated operator's license, ID cards and learner's permit issued.

ELECTRONIC RECORD: Disposal is generated by Department of Motor Vehicles.

DATA CARDS: Dispose of after 5 years, provided audit has been completed.¹ All data cards should be destroyed by July, 2008.

PAPER RECORDS: Dispose of after 5 years, provided audit has been completed.¹

CONVICTION REPORTS, SUSPENSIONS, REINSTATEMENTS: Immediately dispose of obsolete record.

16-6-11 MOTOR VEHICLE NUMERICAL INDEX (OBSOLETE)

Treasurer's record listing motor vehicles registered in a county.

Immediately dispose of obsolete record.

16-6-12 BILLS OF SALE (OBSOLETE)

Record of motor vehicle ownership prior to motor vehicle certificates of title when record was filed with County Treasurer. Later ones are filed with County Clerk. Includes motor vehicle transfer.

Immediately dispose of obsolete record.

16-6-13 AFFIDAVIT OF STORAGE AND NON USE

Certified affidavit to declare nonuse of described motor vehicle for specified period. Form is completed when motor vehicle is licensed.

Dispose of 1 year after motor vehicle is licensed, provided audit has been completed.¹

16-6-14 UNUSED LICENSE PLATES AND STICKERS

Obsolete license plates left over when design is changed and unused stickers at year-end.

Immediately dispose of obsolete record.

16-6-15 SPECIAL FUEL USER PERMIT RECORDS (OBSOLETE)

Forms used in the program may include the following:

Special Fuel User Permit Application

Nebraska Special Fuel User Permit Return, Form 9A

Special Fuel User Permit Fee Refund Claim

Nebraska Special Fuel User Permit Requisition

And others not specifically listed here.

Immediately dispose of obsolete record.

16-6-16 NEBRASKA SPECIAL FUEL USER PERMIT AND APPLICATION (OBSOLETE)

Decals attached to motor vehicle windshield and related special fuel storage facility.

Treasurer does not retain in the office a copy of the issued permit.

Immediately dispose of obsolete record.

16-6-17 NEBRASKA APPLICATION FOR PARKING CABIN TRAILERS OR MOBILE HOMES

Application by owner or manager of mobile home park for parking cabin trailers or mobile homes.

Dispose of 2 years after issuance.

16-6-18 MOTOR VEHICLE REGISTRATION MONTHLY REPORT

Indicates the number of original registrations per month as well as the city or village to which they pertain.

Dispose after 2 years.

16-6-19 MOTOR VEHICLE REFUND AFFIDAVIT

Affidavits completed by customers requesting a refund on their motor vehicle registration fees and taxes.

Dispose of after 6 years, provided audit has been completed.¹

16-6-20 MOTOR VEHICLE VALUATION VENDOR MANUFACTURER UPDATE LISTING

Report received from the NE Department of Motor Vehicles on a periodic basis identifying codes for completion of titles.

Dispose of after superseded.

**16-6-21 ONE STOP – AFFIDAVIT OF AFFIXTURE FOR A MOBILE HOME
WITH A NEBRASKA CERTIFICAT OF TITLE**

Original recorded Affidavit and accompanying documents, filed per Section 60-169, returned from the Register of Deeds.

ORIGINAL RECORD: Dispose of 5 years after date of filing.

**16-6-22 ONE STOP - AFFIDAVIT OF DETACHMENT FOR A MOBILE
HOME**

Original recorded Affidavit and accompanying documents, filed per Section 60-169, forwarded from the Register of Deeds.

ORIGINAL RECORD: Dispose of 5 years after date of filing.

16-7 RECEIPT AND DISBURSEMENT RECORDS

16-7-1 GENERAL LEDGER AND SUBSIDIARY LEDGERS

Complete record of collections, disbursements and account balances for various county, school district, city, village, state, fire district, sanitary district, and other funds.

Dispose of after 10 years, provided audit has been completed.¹

16-7-2 SEMI ANNUAL STATEMENTS

Semi annual summary of collections, disbursements, and balances for various county funds and for the various subdivisions of government. Required to be published by section 23-1605-23-1607, R.R.S. 1943.

Dispose of after proof of publication is received, provided audit has been completed.¹

16-7-3 COLLECTION AND DISBURSEMENT RECORDS

Summary of collections and disbursements on a daily and monthly basis for all funds.

Shows amounts of receipts and payments of the county treasurer's office by month, indicating the various funds from which disbursements were made, balances, and cash on hand.

Dispose of after 10 years, provided audit has been completed.¹

**16-7-4 DAILY REAL ESTATE AND PERSONAL PROPERTY
REVENUE REPORT (FORMERLY TITLED CASHBOOKS)**

Provides date, receipt number, consolidated state and county taxes, consolidated school district taxes, taxes of villages in the county, and totals.

Dispose of after audit has been completed.¹

16-7-6 DAILY BALANCE RECORD

Shows daily receipts and disbursements of county treasurer including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances.

Dispose of after 5 years, provided audit has been completed.¹

16-7-7 FEE BOOKS

Includes name of individual and amount of fee for various items such as distress warrants, tax deeds, tax sale fees, or redemption certificates.

Dispose of after 5 years, provided audit has been completed.¹

16-7-8 TAX DISTRIBUTION AND POSTING LEDGERS OR RECORDS

Detailed posting and tax distribution records, subsidiary to Daily Real Estate and Personal Property revenue reports, including detailed posting of receipts, etc.

Dispose of after 5 years, provided audit has been completed.¹

16-7-9 VALIDATING TAPES (OBSOLETE)

Paper tapes from validating machine which numbers, stamps and validates receipts.

Immediately dispose of obsolete record.

16-7-10 WARRANTS AND ORDERS

Warrants and Orders from Township, City and Village, Airport Authority, etc., Authorizations for withdrawals from county treasury.

Dispose of after 3 years, provided audit has been completed.¹

16-7-11 REMITTANCES TO STATE TREASURER

Reports sent to state treasurer.

Dispose of after 3 years, provided audit has been completed.¹

16-7-12 NEBRASKA STATE SALES AND USE TAX RETURNS

Form shows amount of sales tax collected for county and on behalf of cities each month, treasurer collection fee, and amount of remittance to Department of Revenue.

Dispose of after 3 years, provided audit has been completed.¹

16-7-13 MONTHLY STATEMENTS OF ACCOUNTS WITH COUNTY TREASURER

Statement which indicates accounts for the taxes collected on the behalf of cities.

Dispose of after 3 years.

16-7-14 RECAP CONTROL CARDS

Control cards to note taxes due and paid. Used in manual unit tax system.

Dispose of after 15 years, provided audit has been completed.¹

16-8 SCHOOL RECORDS

16-8-1 SCHOOL DISTRICT TREASURER'S BONDS

Bonds executed to guarantee performance of duties by school district treasurers.

Dispose of 10 years after release, replacement, or expiration of the bond, provided audit has been completed.¹

16-8-2 SALINE LAND ABSTRACT

Record of deeds to saline lands in the county, showing land description, value per acre, number of acres, date of sale or lease, etc.

Transfer to the State Archives; retain permanently.

16-8-3 SCHOOL AND SALINE LAND LEDGER

Record of lease and interest payments on saline lands, showing date, semiannual interest, amount due, principal, description of property; and name of lessee.

Transfer to the State Archives; retain permanently.

16-8-4 SCHOOL LAND LEASE AND PURCHASE RECEIPT BOOKS (OBSOLETE)

Receipt books and records for monies received by the treasurer on school saline, or common lands. Includes name of payer, date, amount, description of property, principal, interest, or lease amounts.

Dispose of after 5 years, provided audit has been completed.¹

16-8-8 SCHOOL DISTRICT BOUNDARY CHANGES

Certificates from County Superintendent indicating changes made in boundaries of school districts within the county and any resultant changes in bonded indebtedness.

Dispose of after 2 years.

16-8-9 FREEHOLDERS PETITIONS

Petition for change of school district boundaries, meetings, reports, etc.

Dispose of 2 years after last activity.

16-9 TAX LISTS AND TAXATION RECORDS

16-9-1 TAX DEEDS

Tax Sale certificates, proof of publication of service or other supporting documents for properties sold at tax sales which have not been redeemed; whereupon deed was issued to the purchaser.

Dispose of 10 years after issuance of TAX DEED, provided audit has been completed.¹

16-9-2 TAX STATEMENTS (PERSONAL AND REAL ESTATE)

Statements of bills indicating taxes due.

See TAX RECEIPTS.

16-9-3 TAX LISTS OR TAX ROLLS (INCLUDING DELINQUENCIES)

Real and personal property TAX LISTS showing assessed valuation, for state and county tax, school district tax, sanitary tax, et.al. May include address, receipt number, date of payment, person paying, and .delinquency, if any, etc. Includes tax certificates from county assessor or county clerk. May be in electronically stored form or compiled directly on Computer Output Microfiche (COM);

ORIGINAL RECORD: Retain permanently; OR transfer to the State Archives after 20 years; OR microfilm and transfer originals to the State Archives; OR, microfilm and destroy computer paper originals.

SECURITY MICROFILM/MICROFICHE: Transfer to the State Archives; retain permanently.

MICROFILM/ MICROFICHE WORK COPY: Retain permanently; OR transfer to the State Archives when no longer of reference value.

16-9-4 TAX RECEIPTS (INCLUDE DELINQUENCIES)

Duplicate TAX RECEIPTS for personal and real property taxes for city or rural residents, showing amount paid or unpaid, description of property, assessed valuation, consolidated tax, etc.

Dispose of after 10 years, provided audit has been completed.¹

16-9-5 TAX REFUND CLAIMS

Claims for refund of taxes on real estate or personal property including refund checks and copies of refund checks, undeliverable refund checks, certification lists for refunds of taxes including technical school refunds, etc.

Dispose of 3 years after payment, attempt of payment or refund, or denial of claim, provided audit has been completed.¹

16-9-6 TAX LIST CORRECTIONS

Shows notification of change in tax from assessor's office in cases of increase or decrease in tax. Records name of taxpayer, address, and effective date with approval by the County Board.

Dispose of after 10 years, provided audit has been completed.¹

16-9-7 TREASURER'S CERTIFICATE OF SETTLEMENT (OBSOLETE)

Certificate issued by the State Tax Commissioner to the county treasurer, indicating settlement of accounts with the state.

Immediately dispose of obsolete record.

16-9-8 UNIT TAX RECORD (OBSOLETE)

File cards for each piece of property, usually replacing the Tax Lists, and including the same information as those records.

ORIGINAL RECORD: Retain permanently; OR transfer to the State Archives after 20 years; OR microfilm and transfer originals to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently; OR, transfer to the State Archives when no longer of reference value.

16-9-9 TAX LEVIES

Itemizes the distribution of tax levies.

Dispose of after 10 years, provided audit has been completed.¹

16-9-10 DELINQUENT TAX REPORT

Original reports are given to the County Board. Certified list of delinquent taxes, including legal description of the properties concerned, names of property owners, amount due, etc. Includes composite Delinquent Tax List

Dispose of 1 year after superseded.

16-9-11 TAX SALE RECORD

Shows data on the sale of real property for delinquent taxes including date of sale, description of property, amount of sale, date of redemption, by who redeemed, and amount paid in redemption.

ORIGINAL RECORD: Retain permanently; OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently; OR, transfer to the State Archives when no longer of reference value.

16-9-12 TAX SALE CERTIFICATES AND REDEMPTION CERTIFICATES

Describes real property sold or redeemed, amount paid, and date of the payment. May be stubs or copies.

Dispose of 10 years after voided, redeemed or foreclosed, provided audit has been completed.¹

16-9-13 COUNTY TAX FORECLOSURE RECORDS

Contains information regarding the proceedings of tax foreclosure cases; may include County Tax Foreclosure files – amount of taxes owed, description of property purchased, amount of sale price, assessed valuation, work sheets; County Tax Foreclosure Sheets – records property description, date of case filing, docket and file location, date sold, purchaser, date of confirmation of sale, amounts of county and local taxes due; Tax Foreclosure Forms – Account sheets from the clerk of the district court, relating costs, monies due the county, interest, etc. in tax foreclosure matters. Includes description of property and taxes due.

Dispose of 10 years after voided, redeemed or foreclosed, provided audit has been completed.¹

16-9-14 BANKRUPTCY RECORDS

May include filing form, related general correspondence, court orders for discharge of bankruptcy, and the county treasurer's tax statements showing taxes owed.

Dispose of 10 years after dismissed, discharged or last activity, provided audit has been completed.¹

16-10 DISTRESS WARRANT RECORDS

16-10-1 DISTRESS WARRANTS

Copies of warrants issued and warrants returned by sheriff; shows name of property owner, amount of tax due and total.

Dispose of 5 years, provided audit has been completed.¹

16-10-2 DISTRESS WARRANT LISTS OR RECORD

List of warrants issued for delinquent taxes given to the sheriff for collection. Lists contain names of property owners, amount due and date paid or reason for failure to collect, etc.

Dispose of 5 years after final settlement, provided audit has been completed.¹

16-10-3 PARTIAL PAYMENT

Receipts issued for partial payments on distress warrants.

Dispose of 5 years after final settlement, provided an audit has been completed.¹

16-11 MISCELLANEOUS RECORDS

16-11-1 CONDEMNATION PROCEEDINGS

Records relation to the acquisition of property for public use through the power of eminent domain.

Dispose of after 15 years, provided audit has been completed.¹

16-11-8 RESOLUTIONS/MOTIONS

Includes various resolutions or motions regarding different functions in the treasurer's office.

Dispose of 10 years after fulfillment of resolution/motion.

16-11-9 TEMPORARY PERMITS/MISCELLANEOUS (INCLUDED IN DAILY MOTOR TRANSACTION REPORTS)

Includes such temporary permits as grain hauling, special farm, carnival, etc.

Dispose of after 3 years.

16-11-10 COUNTY INVESTMENT RECORDS

Shows county or subdivision investment records in various banks or securities, with detailed description of investment and interest earnings.

Dispose of 10 years after investment is terminated, provided audit has been completed.¹

DELETED RECORDS

16-6-7 MOTOR VEHICLE TAX REFUNDS (OBSOLETE 1992).

16-6-16 UNUSED REGISTRATION FORMS.

16-7-5 COURT FINES (OBSOLETE 1992).

16-11-4 PROOFS OF PUBLICATION/AFFIDAVIT.

OBSOLETE RECORDS

16-9-2 POLL TAX RECORDS BOOK (OBSOLETE). **Transfer to the State Archives or retain permanently.**

16-11-3 LETTERPRESS BOOKS (OBSOLETE). **Immediately transfer obsolete records to the State Archives.**

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet